

Town of Robbinsville
Regular Meeting Minutes
October 2, 2019
Town Hall
4 Court Street, Robbinsville, NC 28771

A regular Town of Robbinsville meeting was called to order by Mayor Pro Tem Brian Johnson (due to the absence of Mayor Steve Hooper) at 1:00 pm at the Town Hall on October 2, 2019.

Council present: Brian Johnson, Shaun Adams, Debbie Beasley

Others present: Chadd Carpenter, Maintenance Supervisor; Kevin Hensley, Editor of the Graham Star; Michele Shiple

Approval of meeting minutes:

August 7, 2019 meeting minutes: Shaun Adams had requested verification of the person motioning for the Edna Phillips refund. After listening to the recording, Deputy Clerk to the Board, Shari Birchfield, verified that Clerk to the Board, Sonya Webster, was correct as stated in the meeting minutes that Brian Johnson made the motion to approve Ms. Phillips refund. Brian motioned to approve the August 7, 2019 meeting minutes. Debbie seconded. Vote unanimous.

August 26, 2019 meeting minutes: Shaun Adams had requested the meeting minutes to state that Ann McDonald was not present at the meeting. The Board viewed the change had been made. Brian Johnson motioned to approve the August 26, 2019 meeting minutes. Debbie Beasley seconded. Vote unanimous.

September 4, 2019 meeting minutes: Debbie Beasley motioned to approve the September 4, 2019 meeting minutes. Shaun Adams seconded. Vote unanimous.

Approval of agenda:

Brian Johnson motioned to add item #10 Back Flow Cross Connection to New Business. Debbie Beasley motioned to approve the agenda with the addition, Shaun Adams seconded. Vote unanimous.

Old Business:

Snider Circle culvert repair:

The Board had tabled the Snider Circle culvert repair at the September 4, 2019 meeting to discuss with Maintenance Supervisor Chadd Carpenter the possibility of the Town doing the culvert repair. Chadd informed the Board that due to the time needed to do the repair is unavailable at this time and that it would be less cost to have someone else take care of it.

Brian Johnson motioned to open the sealed bids from the September 4, 2019 meeting. Debbie Beasley seconded. Vote unanimous.

The Board opened the two bids (Copies attached) received for the Snider Circle culvert repair.

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|---------------------|-----------|
| 1) Darren Stewart | \$1300.00 |
| 2) Michael Phillips | \$875.00 |

Shaun Adams motioned to accept the lowest bid of \$875.00 by Michael Phillips. Debbie Beasley seconded. Vote unanimous.

Update: Morphew St. drainage issue repair

Maintenance Supervisor Chadd Carpenter informed the Board that repair hasn't been started yet due to working on the Collins Trailer park drainage issue but should only need half a day to fix since it is not in the road.

Update: Collins Trailer Park drainage repair

Maintenance Supervisor Chadd Carpenter informed the Board that all that is needed to finish the Collins Trailer park drainage repair is putting in two pieces of pipe and doing the grade work.

Update: Ford Dealership-repair of Eric's maintenance truck

Maintenance Supervisor Chadd Carpenter informed the Board that Mountain Ford of Bryson City had repaired Eric's maintenance truck, we picked it up yesterday and it is doing good. Chadd Carpenter stated that the warranty information wasn't given when the truck was picked up but it would be sent to the Town.

Update: Historic Downtown Districting/Consultant info.

Michele Shiplet discussed Sybil H. Argintar of Southeastern Preservation Services (not present at meeting) being the Consultant for the Historic Downtown Districting and presented the Board with a Contract for Services (Copy attached) for a total contract amount of \$5000, inclusive of all expenses. Debbie Beasley motioned to accept the contract. Shaun Adams seconded. Vote unanimous.

Update: Maintenance Vehicle purchase/Jacky Jones Chevrolet

Mayor Pro Tem Brian Johnson asked Finance Director Sonya Webster about the budget amendment for the vehicle purchase. Sonya informed the Board that they had voted 9/4/19 to purchase a new 2020 Chevrolet maintenance truck and to demolish the old Headworks building. The vote was to pay \$48,000 cash for the truck and charge half of the expense to the Water & Sewer fund and half of the expense to the General Fund. The Board had put \$20,000 in the General Fund budget for this purchase. Budget amendment #1 - \$4,000 is to appropriate the General Fund Balance and Budget amendment #2 - \$24,000 is to appropriate the Water & Sewer Fund Balance for the purchase of this new truck which was not included in the current budget and \$4,000 to appropriate the Water & Sewer Fund Balance for the expense of demolishing the old Headworks building which was not included in the current budget. Brian Johnson motioned to approve Budget Amendment #1. Debbie Beasley seconded. Vote unanimous. Debbie Beasley motioned to approve Budget Amendment #2. Brian Johnson seconded. Vote unanimous.

Adopt Board Procedures Policy:

Debbie Beasley motioned to approve the Board Procedures Policy (Copy attached). Brian Johnson seconded. Shaun Adams voted against.

Zenner Pilot System Agreement:

The Board decided to table until November meeting.

Sewer Plant – Backup person:

The Board discussed the contract with Environmental Inc. (backup for the sewer plant and testing for the water/sewer plants) will be up for renewal in July 2020. Town attorney, Ellen Davis informed the Board of her findings regarding Council Shaun Adams being the backup person. She stated that liability coverage would need to be provided by the Town while he is on the job even though he is not receiving

any payment for his services, only volunteering. Also, he would need to be given a specific title, noting that it is without salary and who his boss would be when doing the volunteer work. Debbie Beasley motioned that the Town pay for the classes needed to get Shaun Adams certified. Shaun Adams seconded. Brian Johnson asked the Town attorney if that would be a conflict of interest. Ellen stated that it would not be a conflict of interest since no monetary benefit will be involved. Brian voted against. Motion passed.

Missing credit card statements:

Shaun Adams discussed the untaxed benefits noted by the State Auditors. After discussion, Brian Johnson motioned to recess at 1:25 p.m. until next Wednesday, October 9, 2019 at 1:00 p.m. Debbie Beasley seconded. Shaun Adams voted against. Town attorney, Ellen Davis informed the Board to conduct public comment before recessing.

Public comment:

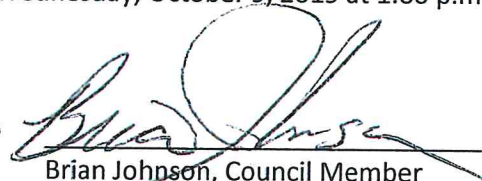
Debbie Beasley motioned to amend to open the meeting to conduct public comment. Shaun Adams seconded. Vote unanimous. Michele Shplet discussed the option of the Town selling the old Town Hall as a surplus property and at what price. She told the Board that the repairs are extensive. Town attorney, Ellen Davis, stated sell of Town property has to go by Public Law which involves meetings, public hearings and resolutions. Michele stated that when she received the contractors repair costs that she would bring those to the Board for review. With no further public comment, Debbie Beasley motioned to close public comment. Brian Johnson seconded. Vote unanimous.

Discuss/approve Town assisting DOT – Five Point Intersection repair:

Brian Johnson stated that the Board needed to discuss the DOT requesting assistance from the Town in the amount of \$14,795 for the Five Point Intersection project before recessing. Maintenance Supervisor Chadd Carpenter informed the Board that he had some concerns with the project and would like to speak to Andy Russell with DOT. Debbie Beasley motioned to table till next meeting to discuss after Chadd speaks to Andy Russell. Shaun Adams seconded. Vote unanimous.

Brian Johnson motioned to recess at 1:50 until next Wednesday, October 9, 2019 at 1:00 p.m. Debbie Beasley seconded. Vote unanimous.

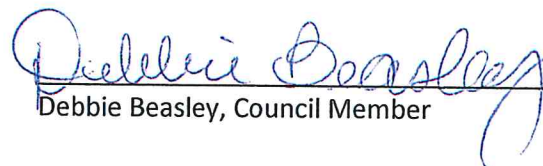
_____ absent _____
Steve Hooper, Mayor



Brian Johnson, Council Member



Shaun Adams, Council Member



Debbie Beasley, Council Member

ATTEST:



Shari Birchfield, Deputy Clerk to the Board

Town of Robbinsville
Continued Meeting Minutes
October 23, 2019
Town Hall
4 Court Street, Robbinsville, NC 28771

A continued (from October 2, 2019) Town of Robbinsville meeting was called to order by Mayor Steve Hooper at 1:00 pm at the Town Hall on October 23, 2019.

Council present: Shaun Adams, Debbie Beasley

Council absent: Brian Johnson

Others present: Ellen Davis, Town attorney; Karen Taylor, Town of Robbinsville Tourism Director; Michele Shippet, GREAT; Chadd Carpenter, Town Maintenance Supervisor.

Approval of agenda:

Debbie Beasley motioned to approve the agenda. Shaun Adams seconded. Motion passed.

New Business:

Discuss/approve Town assisting DOT – Five Point Intersection repair – Chadd Carpenter info:

The Board reviewed the DOT assistance request of \$14,795. (Copy attached) Maintenance Supervisor Chadd Carpenter informed the Board that he had addressed his concerns with Andy Russell of DOT in regards to the Five Point Intersection repair and the distribution box will be dug out and any issues repaired. Chadd stated that he had also spoken to Andy Russell in regards to patching a section of pavement on Rodney Orr Bypass at the Mexican Restaurant. Debbie Beasley motioned to proceed with the Five Point repair and to get a quote for the repair at the Mexican Restaurant. Shaun Adams seconded. Motion passed.

Back Flow Cross Connection:

Maintenance Supervisor Chadd Carpenter informed the Board that Keith Buff of NC Rural Water Association had spoken to him in regards to the Town will be required to have a Back Flow Cross Connection ORC. The Board told Chadd to contact Keith Buff and get the ball rolling on classes for Town employees to avoid being fined by the State. Shaun Adams motioned to proceed with the classes. Debbie Beasley seconded. Motion passed.

REVVED Up – Christmas ideas

Michele Shippet requested the Town's approval of REVVED Up decorating the Town for Christmas and have a monetary prize for businesses that are chosen as best decorated. The Board stated that decorating the Town would be a good thing but felt that the monetary donation should be requested from RTA.

Michele Shippet informed the Board that Amber Benton would like to be on the November 6, 2019 meeting agenda in regards to the old Town Hall building. Michele stated that she was waiting on an email from Amber that would have the contractor costs for repair of the building. The Board asked Michele to send the Town the email once she receives it.

Letter/leak request – Veronica Orr

The Board discussed a leak credit request letter submitted by Veronica Orr. The bill/leak issue in question is January 26, 2018. After reviewing, Shaun Adams motioned to approve the leak credit. Debbie Beasley seconded. Motion passed.

Leak issue – 46 Junaluska Drive

The Board discussed the leak being repaired at Cindy Price's residence at 46 Junaluska Drive and that she had used the two leak credits available. Due to the property owner not being able to get the repair done in a timely manner, the leak issue will affect a total of four bills for Ms. Price. Debbie Beasley motioned to approve a credit on the October 28, 2019 water bill. Shaun Adams seconded. Motion passed.

Consolidated Pipe & Supply Co.

The Board discussed scheduling a date for Consolidated Pipe & Supply Co. to do a presentation on a new meter system. Maintenance Supervisor Chadd Carpenter informed the Board that it may be good idea to get a quote/information from Consolidated Pipe to compare to the meter system the Board is currently considering – Zenner. Debbie Beasley told Chadd to get it lined up for the next meeting Consolidated Pipe is available.

Donation – Shop with Cop:

The Board reviewed the donation letter request (Copy attached) – Shop with a Cop – from the Graham County Sheriff's office. Debbie Beasley motioned to donate \$200. Shaun Adams seconded. Motion passed.

Finance update – Finance Director Sonya Webster

Debbie Beasley made a motion to approve Pepsi tax release #9801 and Pepsi tax discovery #5736. Shaun Adams seconded. Motion passed.

Debbie Beasley made a motion to approve Mary Birchfield tax release #9763 and #9764. Shaun Adams seconded. Motion passed.

Shaun Adams made a motion to approve Jerry Lee McGaha tax release #9765. Debbie Beasley seconded. Motion passed

Debbie Beasley made a motion to approve Gary Wiggins tax release #9766. Shaun Adams seconded. Motion passed.

Debbie Beasley made a motion to approve Cheryl Gordan tax release #9799. Shaun Adams seconded. Motion passed.

The Finance Director presented the July and August Budget vs Actual.

Debbie Beasley made a motion to approve Budget Amendment #3 - \$3,800 – to replace the 2003 Ford truck transmission which the Board approved in the Board meeting September 4, 2019. This will result in a net decrease of the General Fund Balance. Shaun Adams seconded. Motion passed.

Shaun Adams made a motion to approve Budget Amendment #4 - \$15,000 – DOT paving project for the Five Point Intersection road. This will result in a net decrease of the General Fund Balance. Debbie Beasley seconded the motion. Motion passed.

Debbie Beasley made a motion to donate \$250 to the Graham County Schools to pay for five mirrors in the new women’s bathroom at the Football Stadium. Shaun Adams seconded. Motion passed.

Finance Director told the Board that Randy Welch with SERCAP hosted a free continued education workshop at the Graham County Library, August 28, 2019 and included the surrounding Town’s. This worked out well and they would like to do this each year.

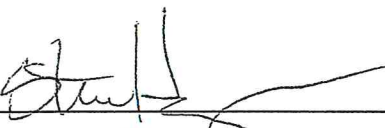
Debbie Beasley made a motion to purchase a quarter page Celebrating Our Veterans ad for \$150. Shaun Adams seconded. Motion passed.

The Finance Director presented quotes from ADP and Heartland for payroll services which was recommend by the NC Treasurer to assist with internal control. The Board will review.

Closed session:

No items for closed session.

With no further business, Shaun Adams motioned to adjourn at 2:00 pm. Debbie Beasley seconded. Motion passed.



Mayor Steve Hooper

absent

Brian Johnson, Council Member




Shaun Adams, Council Member



Debbie Beasley, Council Member

ATTEST:



Shari Birchfield, Deputy Clerk to the Board